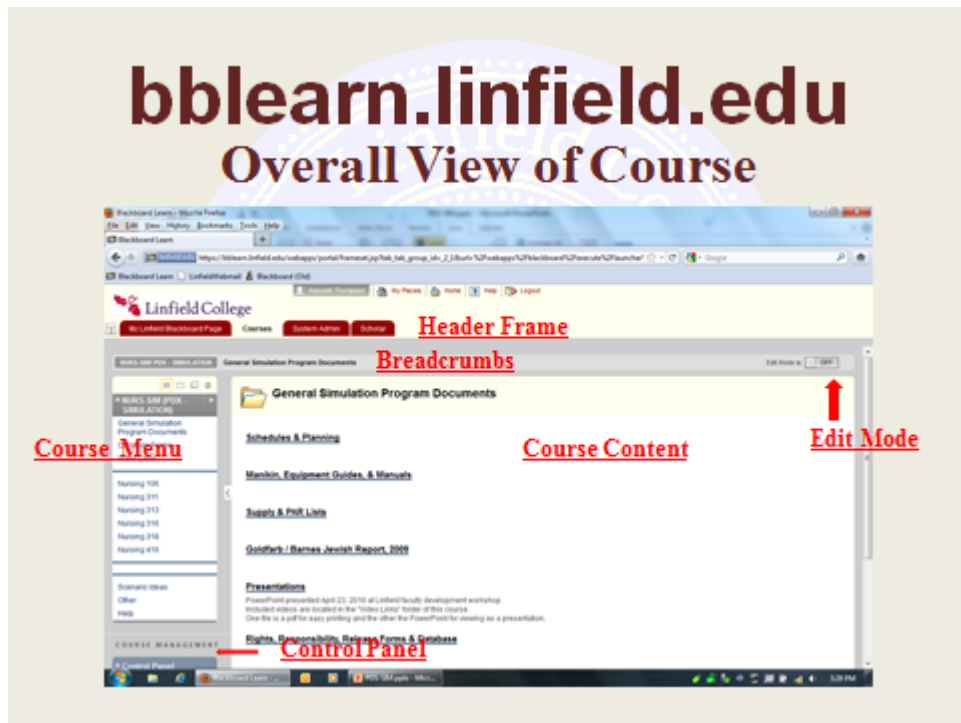


BB Learn Tip #2 - Course Activation

PDX Faculty & Staff,

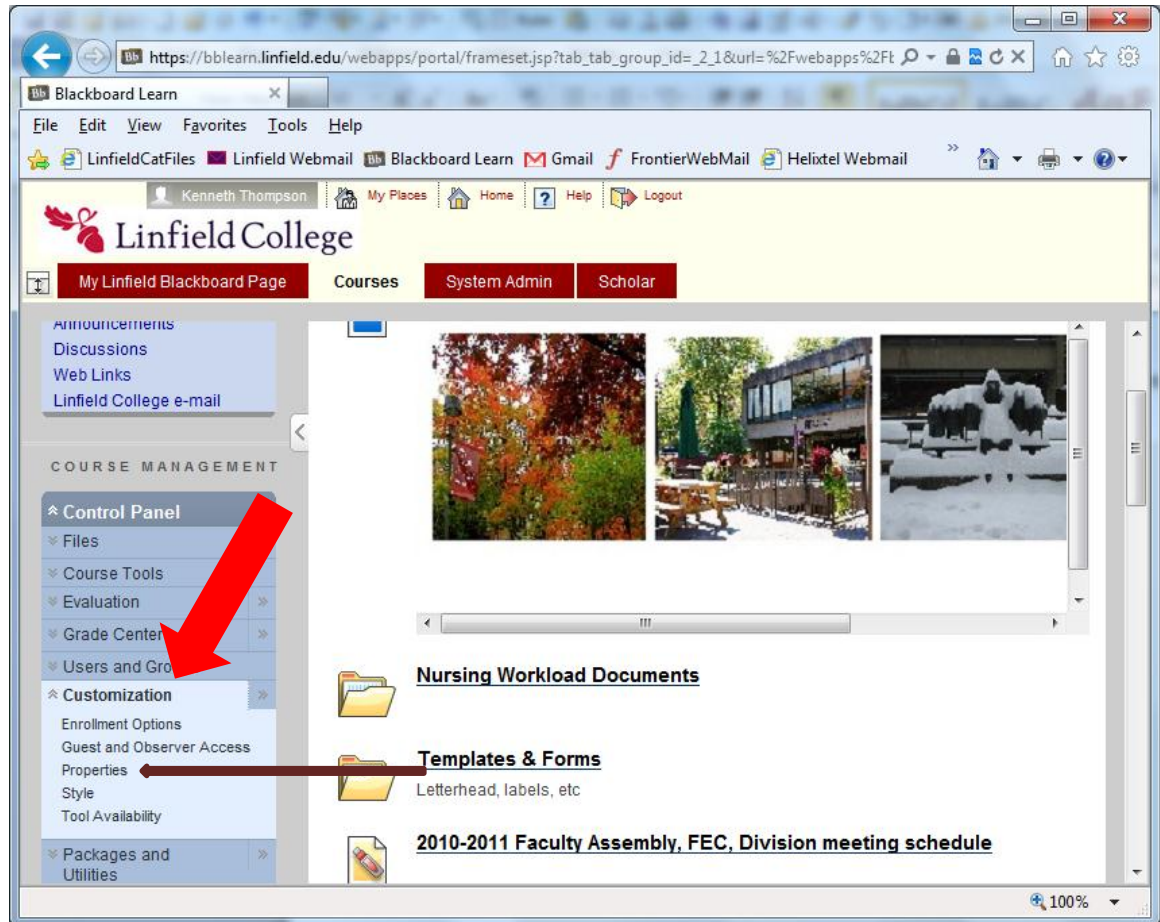
Over the past week I have been assisting a number of faculty members preparing their Fall Semester BB Learn course sites. One of the common questions has been how is the course activated for the students to access the course and its content. That common question is the origin of this BB Learn Tip #2.

Below is a PowerPoint slide that shows the important BB Learn course view components of a typical course content window as a roadmap for everyone:

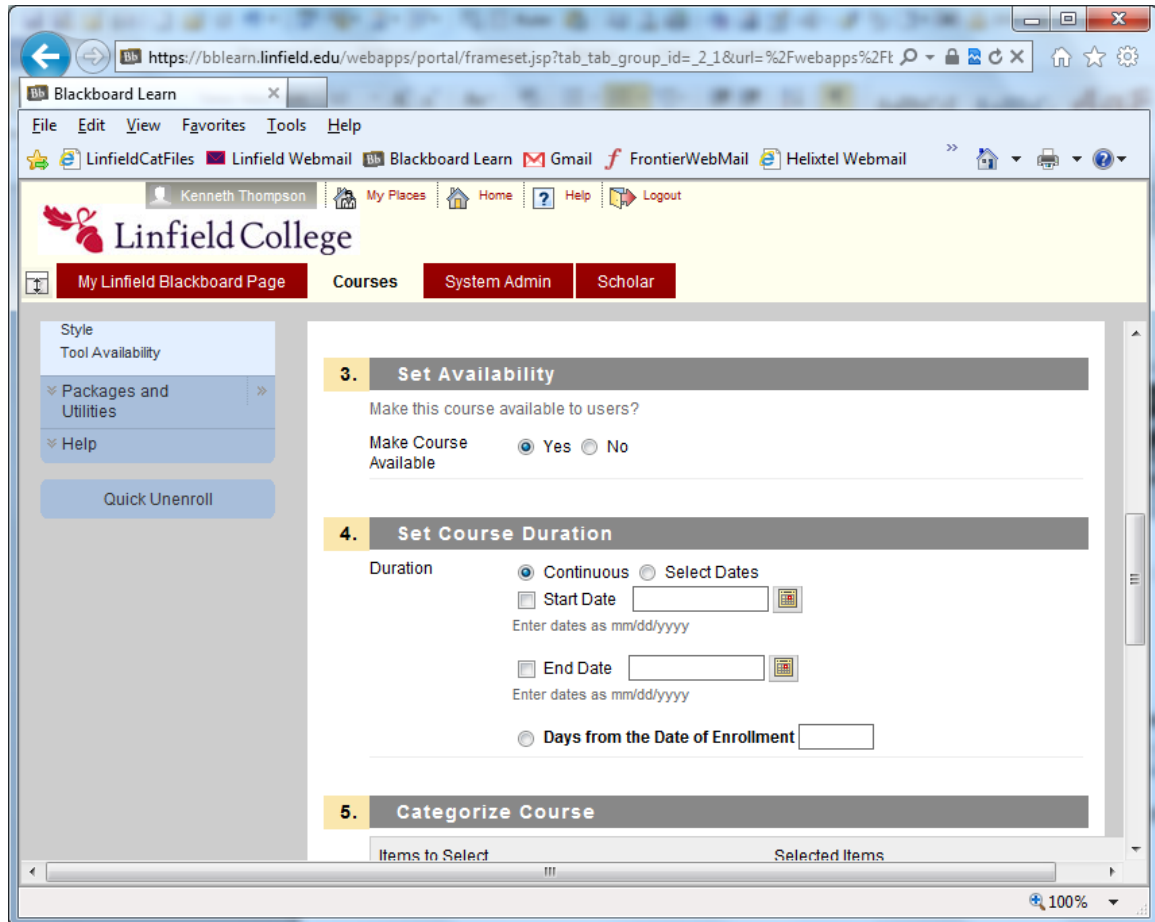


Now that there is a BB Learn roadmap here are the steps to activate or control the adaptive release dates of your course:

1. On the BB Learn Control Panel open the Customization link (shown with red arrow in the photo below):



2. On the displayed Customization list click Properties as pointed out with a purple arrow in the above photo.
3. There is now a new window open to the right of the Control Panel that gives access to the Properties options. Scroll down the window options to number 3, “Set Availability” and number 4, “Set Course Duration” as shown in the photo below.



4. Most times you will just select “Yes” to make course available and then select the blue Submit button in the window to activate the course for the students to view. However, if you prefer some automation for course activation you can use the features in the “Set Course Duration”. You could select dates to activate and deactivate the course automatically for you. Another option is have the course activate when the students are enrolled in the BB Learn course by the Linfield Campus personnel and deactivate after so many days from that initial enrollment. Again, these duration features assist you with course automation activation, but most of you will just set availability to yes and at some date in the following semester deactivate the course or ask me to do that for you.

If you need any additional assistance in course activation please let me know. Some PDX 2011 Fall Semester courses are going to be activated in the coming week for students to begin preparing for their new semester courses.

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